

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003	3. EFFECTIVE DATE 6/19/00	4. REQUISITION/PURCHASE REQUEST NO.	5. PROJECT NO. (IF APPLICABLE)		
6. ISSUED BY U. S. Department of Energy Savannah River Operations Office Contracts Management Division P.O. Box A Aiken, SC 29802		7. ADMINISTERED BY (IF OTHER THAN ITEM 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, state, ZIP Code)		<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. DE-RP09-00SR22183 <input checked="" type="checkbox"/> 9B. DATED (SEE ITEM 11) 6/19/00 10A. MODIFICATION OF CONTRACT/ORDER NO. 10B. DATED (SEE ITEM 13)			
CODE	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

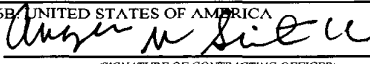
<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (SPECIFY AUTHORITY) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in the paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)  
See Page 2.

b. All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Angela M. Sistrunk Contracting Officer	
15b. CONTRACTOR/OFFEROR  (SIGNATURE OF PERSON AUTHORIZED TO SIGN)	15c. DATE SIGNED	16b. UNITED STATES OF AMERICA  (SIGNATURE OF CONTRACTING OFFICER)	16c. DATE SIGNED JUN 19 2000

- A. Amendment No. 3 revises clauses and exhibits, and adds an additional exhibit, extends the submission of proposals date and addresses questions in response to the RFP.
- B. Attachment No. 1 to this Amendment contains pages deleted in their entirety from the RFP and replaced. The following pages have been deleted in their entirety and replaced:
  - Page J-5
  - Page L-10
  - Page L-13
  - Page L-17
  - Page L-18
  - Section L, Exhibit 1
  - Section L, Exhibit 4
  - Section L, Exhibit 5
  - Section L, Exhibit 6
  - Section L, Exhibit 14
  - Section L, Exhibit 15
- C. Attachment No. 3 to this Amendment adds an additional exhibit to Section L, Exhibit 20, which indicates administrative support services hourly rates by labor category.
- D. Attachment No. 4 to this Amendment contains questions and answers in response to the RFP.
- E. Attachment No. 5 to this Amendment contains the attendee list for the pre-proposal conference.
- F. Attachment No. 6 to this Amendment contains a copy of the presentation given during the pre-proposal conference.
- G. Attachment No. 7 to this Amendment contains the RFP mailing list
- H. The date for submission of proposals is extended to July 11, 2000 by 4:00 p.m. local prevailing time.

**SECTION J, ATTACHMENT C****REPORTING REQUIREMENTS**

<u>Reporting Requirements</u>	<u>Frequency</u>	<u>Distribution</u> (see below)
<b>I. Schedule/Labor/Cost Management Reports</b>		
• Cost Plan	w/task proposal or significant changes	A/B/C/D
• Labor Management Report	monthly	A/B/C/D
• Cost Management Report	monthly	A/B/C/D
<b>II. Management Plan</b>	w/task proposal or significant changes	A/B/C/D
<b>III. Hot Line Report</b>	as required	A/B/C/D
<b>IV. Performance Reports</b>		
• Task Accomplishment	weekly/monthly	D

**REPORT DISTRIBUTION LIST**

<u>Addressee</u>	<u>Number of Copies</u>
A. Director, Site Services Division	1(one)
B. Contracting Officer, Contracts Management Division	1(one)
C. Contracting Officer's Representative	1(one)
D. Task Manager (as appropriate)	1(one)

All addressees are located at:

U. S. Department of Energy  
Savannah River Operations Office  
P.O. Box A  
Aiken, SC 29802

**L.21c PREPARATION OF PART I - PROPOSAL INFORMATION****(1) GENERAL**

Part I - Proposal Information consists of the required representations and certifications and certain administrative information. Although it incorporates them by reference, it does not physically include the Technical Proposal or the Cost Proposal. PART I SHALL CONTAIN NO COST INFORMATION, EXCEPT AS INDICATED ON THE PROPOSAL FORM.

**(2) CONTENT**

Part I - Proposal Information shall include the following (in the order listed):

- (a) The PROPOSAL FORM, fully executed (see subparagraph 3 below).
- (b) Financial Information to be furnished by the Offeror (see subparagraph 4 below)
- (a) Offeror Representations and Certifications Form, fully executed (see subparagraph 5 below).
- (d) Additional Information to be furnished by the Offeror (see subparagraph 6 below).
- (e) Summary of Exceptions and Deviations taken in Part I (see subparagraph 7 below).

**(3) PROPOSAL FORM**

- (a) Use of the Form. The PROPOSAL FORM which is identified in RFP PART IV - SECTION L, Exhibit 1, is to be executed fully and used as the cover sheet (or first page) of each copy of Part I - Proposal Information.
- (b) Acceptance Period. The acceptance period entered on the PROPOSAL FORM by the offeror shall not be less than that prescribed in RFP PART IV - SECTION L, paragraph L.05 OFFER ACCEPTANCE PERIOD (APR 1984).
- (c) Signature Authority. The person signing the PROPOSAL FORM must have the authority to commit the offeror to all of the provisions of the proposal, fully recognizing that the Government has the right by terms of the RFP to make an award without further discussion if it so elects. A statement or certificate which establishes the authority of the person signing the proposal to bind the proposing entity shall be submitted.

**(4) FINANCIAL INFORMATION.**

- (a) Accounting System/Cost Control In this section, the offeror shall provide a list of all cost-type contracts over \$100,000 awarded within the past five years that overran the original negotiated amount. This list shall include the name of the awarding Agency/Organization, contract number, date of award, award amount, amount of the contract at completion, and the name, address and telephone number of the Contracting Officer. Also include a brief narrative on the cause of the cost growth in each case.

An acceptable accounting system for government contracts before award is required. Offerors are to provide a narrative description of its accounting system and how out-year rates and forecasts are developed.

- (b) Financial Condition Furnish financial statements for the last two years, including interim statements for the current year. Furnish also a copy of the offeror's corporate annual reports for the last two years.

(e) Contents

All of the items and factors described next under each of the major sections correspond to the Technical Proposal Evaluation Criteria contained in PART IV - SECTION M. The evaluation criteria should be addressed in the context of the Statement of Work contained in PART I - SECTION C.

**SECTION A****EXPERIENCE OF ORGANIZATION – PAST PERFORMANCE (Criterion 1)**

Provide a detailed description of at least five years of organization's relevant experience and previous performance in meeting the requirements of the statement of work in Section C.

**A. Give the following information of each contract listed:**

- (1) Contracting agency or organization, address and phone number.
- (2) Contract number and type of contract.
- (3) Date of contract, period of performance and place of performance.
- (4) Address and telephone number of Contracting Officer and Technical Officer in charge of the Project.
- (5) Percent turnover of contract personnel per year.

**B. Past Performance**

For purposes of past performance evaluation, identify three to five contracts for the references identified above in Section A, paragraph A. The offeror's record of relevant past performance will be evaluated to the extent of the offeror's success in managing work similar in size, complexity, and nature to that required by the statement of work and other terms and conditions of the solicitation. Past performance of key personnel, individual corporations, teaming arrangements, joint ventures, limited liability corporations, and other similar entities will be considered. If the offeror and all major subcontractors have no relevant past performance, the government shall assess a neutral rating. In general, the Past Performance Surveys in Section L will be used to collect information on the contracts identified; however, the government may consider information in other forms and from any source, and may evaluate based on any number of returned Past Performance Surveys. The government has no obligation to contact any or all references.

**SECTION B****PERSONNEL (Criterion 2)**

In this section, the offeror must introduce the firm's selected team and demonstrate why it should be considered qualified and effective.

**(a) Key Personnel/Alternates Subcriterion 2(a)**

The key personnel will be evaluated in the areas of education, operational experience, management experience, and professional development based upon the

- (ii) Movement Site: A Government-furnished or a Contractor-furnished facility specifically dedicated for the performance of this contract.
- (iii) Contractor Site Burden Rates: Burden rates emanating from a Contractor's facility where the Contractor performs its normal work effort.
- (iv) Government Site Burden Rate: Burden rates specifically generated by the Contractor where the effort is performed by the Contractor on a Government site or a site dedicated to a specific contract, and the Contractor's normal method of recovering indirect expenses is not appropriate.
- (c) Subcontracts (Include Intercompany Transfers): For each subcontract, cost information shall be acquired and furnished in the same format and level of detail as prescribed for the prime in this RFP.
- (d) Direct Labor Hours: Direct labor costs shall be proposed in accordance with the staffing plan summarized in Exhibit 5. Direct labor shall be proposed on the basis of productive labor hours, i.e., estimated number of hours on the job. Should an offeror's accounting system require nonproductive labor hours (vacation, holidays, sick leave, administrative leave, etc.) to be charged as direct labor, all such costs shall be separately identified and priced. Each offeror must propose the labor hours per category as specified. All hours are to be priced on a straight time basis.  
*CAUTION - Any attempt to modify the labor hours is not permitted.*
- (e) Period of Performance: For purposes of this RFP assume the 3 year performance period begins from date of award.
- (f) Preparation of Exhibits for Part One: If the Prime Contractor is not going to furnish all the required labor hours, materials, etc., and subcontracting is anticipated, then the Prime Contractor shall submit separate Exhibits and Attachments for each subcontract and separate Exhibits and Attachments for the Prime Contractor effort. In addition, the Prime Contractor shall prepare overall Summary Exhibits 2,3,4,5,8, and 9 as well as any Attachments that incorporate the prime and subcontractor(s) Exhibits.
  - (i) Exhibit 2: SF 1411's are a mandatory requirement for the Prime Contractor as well as any proposed subcontractor(s). On each SF 1411, under the heading "Supplies and Services", identify the contract period to which the cost estimate applies.
  - (ii) Exhibit 3: This Exhibit (Optional Form 60) will detail the proposed estimated cost and fee for each contract period. The contractor shall provide leasing costs for moving vehicles on this form and include an estimated amount of \$15,000 for law library subscriptions.
  - (iii) Exhibit 4: This Exhibit will detail the total estimated cost and fee for the contract periods specified.
  - (iv) Exhibit 5: This Exhibit contains the labor categories and labor hours that will form the basis of your bid. The average base labor rate shall be based on the actual average labor rate for each category as close to the date of proposal preparation as possible. An attachment to this exhibit must provide a short description of the functions and professional qualifications for each labor category proposed by the contractor.

*NOTE. The offeror must state whether the costs are based upon the use of "uncompensated overtime," and whether the offeror's uncompensated overtime policy is approved by the Defense Contract Audit Agency. If the offeror has an approved uncompensated overtime policy, a second proposal, utilizing the costs for standard 40 hours per work week shall be provided for evaluation purposes. Do not alter this Exhibit.-*

- (v) Exhibit 6: This Exhibit will summarize your bid burden rates. If more than one cost center is being utilized, then the burden rates for each cost center shall be shown. Submit copies of any current audit (DCAA) approved labor or indirect rates or rate agreements if such agreements exist.
  - (vi) Exhibit 7: This Exhibit will contain the major base and pool expense grouping by line item and dollar amount. This Exhibit shall be prepared for the Contractor's most recently completed Fiscal Year, the current Fiscal Year, and the next Fiscal Year. This Exhibit is required for any proposed burden rate and cost center. The format of this Exhibit is to be modified to accommodate the Contractor's particular circumstances.
  - (vii) Exhibit 8: Proposed Key Personnel shall be identified by name and labor category. The base labor rate shall be detailed, as well as the Contractor's normal salary range for each labor category.
  - (viii) Exhibit 9: This exhibit will contain the inventory of personnel as of the date of proposal preparation and shall also include where the contractor shall obtain the personnel for the options, if required.
- (4) PREPARATION OF PART TWO: The following information shall be included in Part Two:
- (a) Estimating Procedure: A discussion of the rationale used in estimating should be included. It is essential that there be a clear understanding between the offeror and DOE of:
    - (i) The existing verifiable data;
    - (ii) The judgmental factors applied in projecting from known data to the estimate; and
    - (iii) The contingencies used by the offeror in the proposed price.
 In short, the offeror's estimating procedure needs to be explained.
  - (b) Subcontractors: In addition to the subcontract information required by paragraph (3)(c) above in support of the SF 1411, the following information is required for planned subcontracts of \$25,000 or more:
    - (i) A brief description of the work to be subcontracted.
    - (ii) The number of quotes solicited and received.
    - (iii) The cost or price analysis accomplished.
    - (iv) Names and addresses of the subcontractors tentatively selected and basis, i.e., low bidder, delivery schedule, technical competence, etc.
    - (v) A rating of the subcontractor's competence (fair, good, excellent).
    - (vi) Type of contract and estimated cost and fee or profit.
    - (vii) Affiliation with prime contractor, if any.
    - (viii) Whether or not subcontractor is a small business concern.

**SECTION L, EXHIBIT 1**

**PROPOSAL TO  
U.S. DEPARTMENT OF ENERGY  
SAVANNAH RIVER OPERATIONS OFFICE  
CONTRACTS MANAGEMENT DIVISION  
P.O. BOX A  
AIKEN, SOUTH CAROLINA 29802**

1. IN RESPONSE TO RFP NO. PROPOSAL DUE DATE	2. FOR (BRIEF DESCRIPTION)	
3. THIS PROPOSAL CONSISTS OF THE FOLLOWING:		
(A) PROPOSAL PART NOS. AND DESCRIPTIONS	(B) NUMBER OF VOLUMES FOR EACH PART NO.  (NOT NO. OF COPIES) (YES OR NO)	(C) STATE FOR EACH RFP PART WHETHER OR NOT EXCEPTIONS OR DEVI- ATIONS HAVE BEEN TAKEN
PART I - PROPOSAL INFORMATION		
PART II - TECHNICAL PROPOSAL		
PART III - COST PROPOSAL		
4. OFFER AND ACCEPTANCE PERIOD THE UNDERSIGNED OFFERS AND AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN 180 CALENDAR DAYS FROM THE DATE DESIGNATED FOR RECEIPT OF OFFERS, TO FURNISH THE ITEMS AND/OR SERVICES IN ACCORDANCE WITH THE ABOVE RFP ATTACHMENTS AND THIS PROPOSAL AT THE PRICE (OR ESTIMATED COST AND FIXED-FEE) STATED.		
5. OFFEROR'S NAME, ADDRESS AND TELEPHONE NUMBER:	7. NAME & TITLE OF PERSON AUTHORIZED TO SIGN (TYPE OR PRINT)	
NAME: STREET: CITY, STATE & ZIP CODE: COUNTY: _____ AREA CODE & TELEPHONE NUMBER:	8. SIGNATURE _____  9. DATE OF OFFER: _____	
6. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE AND ENTER SUCH ADDRESS IN PART I - PROPOSAL INFORMATION _____		



## SECTION L, EXHIBIT 4

Proposing Entity \_\_\_\_\_

## SUMMARY OF TOTAL COST PLUS FEE

## Bid Rates

	FY01 Oct 01, 2000 Sept 30, 2001	FY02 Oct 01, 2001 Sept. 30, 2002	FY2003 Oct. 1, 2002 Sept. 30, 2003	FY2004 Oct. 1, 2003 Sept. 30, 2004	FY2005 Oct. 1, 2004 Sept. 30, 2005	FY2006 Oct 1, 2005 Sept. 30, 2006
Direct Labor						
Fringe Benefits						
Labor Burden						
Other Direct Costs:						
Travel						
Reproduction						
Subcontracts						
Consultants						
Other: Specify						
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
G&A						
Total Cost	_____	_____	_____	_____	_____	_____
Fee						
Total Cost Plus Fee	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

## SECTION L, EXHIBIT 5 Page 1 of 3

**SUMMARY/SCHEDULE OF PROPOSED LABOR – BASE PERIOD-date of award plus three years**

<u>Labor Category</u>	Average Base Labor Rate as of:	A Escalated Labor Rate at %	B *Estimated DPLH Labor Hours	C Total AxB
<b>MANAGEMENT</b>				
Program Manager			**	
Deputy Program Manager				
Computer Programmer/Systems Analyst				
SUBTOTAL			<u>18,720</u>	
<b>ADMINISTRATIVE/SUPPORT PERSONNEL</b>				
Shipping/Receiving Clerk			18,720	
General Clerk III			37,440	
General Clerk IV			56,160	
Stock Clerk			12,480	
Word Processor III			6,240	
Secretary III-Administrative Assistant			6,240	
Supply Technician			6,240	
Key Operator II			18,720	
Material Handling Laborer			31,200	
Material Coordinator			<u>6,240</u>	
TOTAL DPLH			218,400	

\*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.

Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

\*\*Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

## SECTION L, EXHIBIT 5 Page 2 of 3

**SUMMARY/SCHEDULE OF PROPOSED LABOR – FIRST OPTION PERIOD**

<u>Labor Category</u>	<u>Average Base Labor Rate as of:</u>	<u>A Escalated Labor Rate at %</u>	<u>B *Estimated DPLH Labor Hours</u>	<u>C Total AxB</u>
<b>MANAGEMENT</b>				
Program Manager			**	
Deputy Program Manager				
Computer Programmer/Systems Analyst				
SUBTOTAL			<u>6,240</u>	
<b>ADMINISTRATIVE/SUPPORT PERSONNEL</b>				
Shipping/Receiving Clerk			6,240	
General Clerk III			12,480	
General Clerk IV			18,720	
Stock Clerk			4,160	
Word Processor III			2,080	
Secretary III-Administrative Assistant			2,080	
Supply Technician			2,080	
Key Operator II			6,240	
Material Handling Laborer			10,400	
Material Coordinator			<u>2,080</u>	
TOTAL DPLH			72,800	

\*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.

Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

\*\*Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

## SECTION L, EXHIBIT 5 Page 3 of 3

**SUMMARY/SCHEDULE OF PROPOSED LABOR – SECOND OPTION PERIOD**

<u>Labor Category</u>	<u>Average Base Labor Rate as of:</u>	<u>A Escalated Labor Rate at %</u>	<u>B *Estimated DPLH Labor Hours</u>	<u>C Total AxB</u>
<b>MANAGEMENT</b>				
Program Manager			**	
Deputy Program Manager				
Computer Programmer/Systems Analyst				
SUBTOTAL			<u>6,240</u>	
<b>ADMINISTRATIVE/SUPPORT PERSONNEL</b>				
Shipping/Receiving Clerk			6,240	
General Clerk III			12,480	
General Clerk IV			18,720	
Stock Clerk			4,160	
Word Processor III			2,080	
Secretary III-Administrative Assistant			2,080	
Supply Technician			2,080	
Key Operator II			6,240	
Material Handling Laborer			10,400	
Material Coordinator			<u>2,080</u>	
TOTAL DPLH			72,800	

\*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.

Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

\*\*Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

**SECTION L, EXHIBIT 6**

Proposing Entity \_\_\_\_\_

**SUMMARY OF INDIRECT RATES**

<u>Bid Rates</u>	
<u>Overhead</u>	<u>G&amp;A</u>

Basic Year Oct 1, 2000 -Sept 30, 2001

Basic Year Oct 1, 2001 - Sept 30, 2002

Basic Year Oct 1, 2002 - Sept 30, 2003

Basic Year Oct 1, 2003 - Sept 30, 2004

Basic Year Oct 1, 2004 - Sept 30, 2005

Basic Year Oct 1, 2004 - Sept 30, 2006

NOTE: This exhibit is required for all burden/indirect rates and each cost center proposed.

If the proposal contains both Government-site and Contractor-site rates, the Offeror shall identify such. If the indirect cost rates have been approved by a Government agency, give the name of the agency and attach a copy of the document approving the rates.

## SECTION L, EXHIBIT 14

**Company Past Performance Survey****Firm Being Evaluated:** \_\_\_\_\_

Please rate the Contractor's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

Evaluation Factor	Performance Level					
	5	4	3	2	1	N/A
Overall rating of Contractor's quality of product(s) and/or service(s)						
Overall rating of Contractor's cost control performance						
Overall rating of Contractor's timeliness of performance						
Overall rating of Contractor's business relations with client						
Overall rating of Contractor's customer satisfaction						
Overall rating of Contractor's compliance with safety standards						
Additional Comments:						
Signature: _____ Date: _____						
Return by 7/11/2000 to Angela M. Sistrunk, FAX (803) 725-8573 or mail marked "addressee only" to U. S. DOE, Savannah River Operations Office, P. O. Box A, Aiken, SC 29802.						

**This form contains Source Selection Information when completed. See FAR 3.104**

## SECTION L, EXHIBIT 15

**Key Personnel Past Performance Survey****Firm Being Evaluated:** \_\_\_\_\_

Please rate the key personnel's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

Evaluation Factor	Performance Level					
	5	4	3	2	1	N/A
Overall rating of key personnel's quality of product(s) and/or service(s)						
Overall rating of key personnel's cost control performance						
Overall rating of key personnel's timeliness of performance						
Overall rating of key personnel's business relations with client						
Overall rating of key personnel's customer satisfaction						
Overall rating of key personnel's compliance with safety standards						
Additional Comments:						
<p>Signature: _____ Date: _____</p> <p>Return by <u>7/11/2000</u> to Angela M. Sistrunk, FAX (803) 725-8573 or mail marked "addressee only" to U. S. DOE, Savannah River Operations Office, P. O. Box A, Aiken, SC 29802.</p>						

**This form contains Source Selection Information when completed. See FAR 3.104**

Section I  
EXHIBIT 20  
DOE-SR Administrative Support Services  
Hourly Rates by Labor Category

DE-RP09-00SR22183

<u>Labor Category</u>	<u>Low</u>	<u>High</u>	<u>Average</u>
Shipping Receiving Clerk	\$9.55	\$10.88	\$10.22
General Clerk III	\$9.00	\$13.49	\$11.25
General Clerk IV	\$12.14	\$16.38	\$14.26
Stock Clerk	\$15.01	\$15.04	\$15.03
Word Processor III	\$10.53	\$11.23	\$10.88
Secretary III	\$14.29	\$16.60	\$15.45
Supply Technician	\$12.70	\$12.70	\$12.70
Key Operator II	\$13.43	\$17.52	\$15.48
Material Handling Laborer	\$9.40	\$13.83	\$11.62
Material Coordinator	\$13.64	\$18.86	\$16.25



## **QUESTIONS IN RESPONSE TO RFP DE-RP09-00SR22183**

- 1. What is the due date for this proposal? Several references were made to June 26, but page L-1 indicates June 28.**

**Answer:** The due date was June 26, 2000. Amendment 001 clarified any incorrect submission date references. As amended at the Preproposal Conference, the due date has been extended to July 11, 2000.

- 2. Are there contractor employees located in the Aiken Federal Building? If so, how many?**

**Answer:** No.

- 3. What level of DOE Security Clearance is required for contractor employees?**

**Answer:** The current workforce has two (2) Q level clearances, 24 L level clearances and the balance have building access badges.

- 4. Are any of the 16 functional tasks co-located?**

**Answer:** No tasks are co-located.

- 5. Does the request for a photographer imply that the service is to be obtained via sub-contract? If so, are there other outside contracts to be obtained?**

**Answer:** A photographer is not required by contract. Photos are taken by WSRC. Position requests support from WSRC. No outside contracts are required.

- 6. Does the central services, such as mail delivery, deliver to all locations?**

**Answer:** No, delivers to 6 facilities. All are within walking distance.

- 7. Can a current organizational chart be provided that shows the number of contractor support to various DOE offices?**

**Answer:** No.

- 8. Reference: Section L, Attachments 14 & 15, we find no instructions for the Company Past Performance Survey or the Key Personnel Past Performance Survey. Please clarify how many surveys. Who should complete the Key Personnel Past Performance Survey?**

**Answer:** See revised page L-13 (Amendment 003). The Key Personnel Past Performance Survey should be completed by the appropriate official who has knowledge of your company.

**9. Is there a limitation on the number of pages for the Technical Proposal?**

**Answer:** No.

**10. Does the right of first refusal apply to the incumbent's key managers on this contract?**

**Answer:** No.

**11. How much funding did DOE allocate to this contract during the last full contract year?**

**Answer:** FY99 - \$1,338,000

**12. Will the contractor be allowed to interview and offer employment to the incumbent contractor's workers prior to submission of proposals?**

**Answer:** The Government has no objection to offerors interviewing and offering employment to incumbent contractor employees. This is an issue between the incumbent contractor, its employees and the prospective offerors. Any such interviews must take place on the employees' own time and must be conducted off site.

**13. In order to maintain continuity, will pay rates of incumbent personnel assigned to the various tasks under the current contract be provided in order to be considered for roll-over.**

**Answer:** Individual pay rates are confidential. For pay ranges, see Amendment 003, Exhibit 20. Pay rates should, as a minimum, meet the rates identified in the Wage Determination.

**14. How much overtime has been utilized in the past?**

**Answer:** An average of 40-60 hours per year for the entire contract.

**15. It is understood that DOE will provide all materials, supplies, and equipment. Does this include computer software as well?**

**Answer:** Yes.

**16. What software is used to manage the database?**

**Answer:** A listing of software is provided as an attachment to this package.

**17. Are pay-rates flexible?**

**Answer:** Pay rates should, as a minimum, meet the rates identified in the Wage Determination.

- 18. It is understood that DOE will pay for obtaining clearances. Are there any specific screening requirements for new employees (i.e., drug tests) that the Contractor will be responsible for paying?**

**Answer:** No.

- 19. Training/Cross Training of personnel. Will the Contractor be responsible for paying or will the DOE pay for any such training?**

**Answer:** DOE will pay for specialized SR training/cross training.

- 20. How many man-hours were billed in 1999 and what percentage of hours was overtime?**

**Answer:** 60,482.5 man hours for '99; less than one percent was overtime.

- 21. In terms of procurement history, would you please provide us with the incumbent contractor's contract number, firm name, and the dollar amount of the current contract?**

**Answer:** DE-AC09-95SR18516; Madison Research Corporation; \$9,421,476

- 22. The RFP requests past performance experience for the past five years. It states that a neutral score will be applied if experience information is not provided. If a company has only been in business for 3 years, will a neutral score be applied for the remaining 2 years? How will receiving a neutral score affect the company's chances of receiving award of the contract?**

**Answer:** See Section M.1(e) of the RFP.

- 23. The Scope of Work identifies three General Administrative Clerks/Specialists to be cross-trained among all the other tasks in order to provide flexibility and continuity of service. Are these the only positions DOE anticipates being cross-trained?**

**Answer:** Yes.

- 24. The RFP does not request a transition plan. Will there be a transition period?**

**Answer:** Yes

- 25. Does DOE at any time in the next five years anticipate a reduction in the scope of work?**

**Answer:** Unknown at this time.

- 26. Will DOE provide the names of the current employees, their current task assignment, and labor category?**

**Answer:** No.

- 27. Section L.31 states that "for planning purposes the offeror shall utilize the Wage Determination located in Section J." Is Wage Determination (SCA) invoked for this contract? If so, is the offeror required to provide an "equivalent" benefits plan? If required to provide an equivalent plan, will DOE/SRS provide the details of the incumbent's benefits plan to the offeror?**

**Answer:** Yes; See Amendment 002.

- 28. If Wage Determination is not invoked, what is the average number of vacation and sick days that should be assumed for the employees?**

**Answer:** See Amendment 002.

- 29. Will DOE/SRS provide a listing of current Administration employees by scope area (as defined by the RFP), labor status category (exempt vs. non-exempt) and current years of service?**

**Answer:** No.

- 30. It appears that the DOE/SRS does not expect the Program Manager and supervisory team to be fully dedicated (billable) to this contract. If this assumption is correct, why is the management team not required on a full-time basis?**

**Answer:** The Program Manager, Deputy Program Manager and Computer Programmer/Systems Analyst are considered the Supervisory Team. The Supervisory Team are to be on a full time basis. See revised Section L, Exhibit 5 (Amendment 003).

- 31. Based on the contract history, what is the average amount of overtime per employee per year?**

**Answer:** Per employee data is not available. An average of 40-60 hours per year for the entire contract.

- 32. Are the annual work plans and monthly reports of the current contractor available for offeror review and access? If so, where can they be obtained?**

**Answer:** No, this is company proprietary information.

- 33. Will accrued vacation for the Administration employees be paid out by the incumbent contractor?**

**Answer:** See Amendment 002.

- 34. Will DOE provide information concerning the FTE distribution across the 16 statement of work tasks?**

**Answer:** No.

- 35. How much overtime was worked during the past contract period? Was overtime paid at time and a half or double rate?**

**Answer:** An average of 40-60 hours per year for the entire contract. Overtime is paid at time and a half.

- 36. Concerning the last sentence in Section H. 18 (a), "*The contracting term shall prevail, not withstanding the estimated DP&H, should they be insufficient...*", would the total estimated cost of the contract and the total funded amount be increased in any period in which the actual DPLH exceed the estimated DPLH? In addition, what impact would the incurring of excessive DPLH have on base fee?**

**Answer:** Clause H.18 of the RFP is clear as written.

- 37. ADPE Usage and Leasing (Articles H.10 and H.II). The cited clauses state that the acquisition, lease or rental of such equipment requires the prior written consent of the Contracting Officer, and that the Government shall have the unilateral right to exercise any purchase option under a lease or rental contract. We presume this refers to such activities when directly charged to the contract, and not when acquired through use of indirect funds for the administrative use of the contractor. Is this correct? If correct, the clauses as written do not reflect this, but may be interpreted as extended to indirect cost purchases as well as direct contract charges. To remedy this, we suggest that the words, "as a direct cost item" be inserted in Article H.10 in the first sentence immediately following the words, "Requirements for ADPE which were not included ...." Similarly, in Article H. 11(a), also insert the words "as a direct cost item" in the first sentence immediately following the words, "If the Contractor leases ADPE equipment ...." Is this suggestion acceptable to the Government?**

**Answer:** The RFP is clear as written. We do not intend to amend Clause H.10 or H.11.

- 38. Reimbursement of Travel Costs (Article H.21). The cited clause states in pertinent part that "*Contractor shall be reimbursed for travel and per diem costs' in accordance with Section L, Exhibit 11.*" Section L, Exhibit 11, however, is a blank page marked "reserved." This firm has an established written travel policy which conforms our travel costs to the Government allowed maximums. In the absence of "Exhibit 11"**

**we would propose to base travel on our existing policy, a copy of which would be submitted with our proposal. Would this be acceptable to the Government?**

**Answer:** Amendment 002 deletes H.21 in its entirety. Clause H.28 provides the Government's reimbursement policy for travel.

- 39. Relocation of Employees (Article H.22). As noted in Question 1 above, this Article appears to make no distinction between direct and indirect charges. We assume that the prior approval requirement would apply to the direct charge to the contract of relocation costs, and not to payment of such expenses out of indirect cost pools. Is this correct? If so, we suggest changing the term "charging the cost" to "*directly* charging the cost."**

**Answer:** The RFP is clear as written. We do not intend to amend Clause H.22.

- 40. Supervising Representative of Contractor (Article H.27(b)). Please clarify the term "full-time resident supervising representative of the Contractor." We presume this to be our designated Program Manager, to whom we will delegate full project management authority in writing. Does the Government envision some other Corporate supervisor to be present? Also, this clause refers to "off-site" work. We do not note any requirements in the Statement of Work which would lead us to believe that any work would be conducted other than at the Aiken, South Carolina, site. Are we correct in this supposition? Please clarify.**

**Answer:** This requirement is satisfied with the two named Key Personnel. See also Section C, Paragraph C.2, Office Services.

- 41. Travel (Article H.28). This Article seems to be duplicative of Article H.21. Is this the case, and if so, which takes precedence?**

**Answer:** See Amendment 002.

- 42. Incumbent Employee Retention Rights (Article I.81). We interpret the cited clause to give preference in hiring to current (i. e., incumbent contractor) employees who meet the eligibility criteria for the positions in which they have been performing. As a matter of policy, this firm typically offers such a "first right of refusal" of employment to qualified incumbent personnel. Is our interpretation of this Article correct, and does DOE desire that we follow our usual practice in this regard? If so, would it be permissible for potential offerors to hold an "open house" or other wise contact and interview incumbent contractor personnel off DOE premises and after working hours to discuss possible employment opportunities? Would we be permitted to post notices of such events on DOE bulletin boards?**

**Answer:** Clause I.81 refers to the Preference in Hire benefit provided by the National Defense Authorization Act of 1993. It is not a "first right of refusal" requirement for incumbent employees. The Government has no objection to offerors interviewing and offering employment

to incumbent contractor employees. This is an issue between the incumbent contractor, its employees and the prospective offerors. Any such interviews must take place on the employees' own time and must be conducted off site. The "Employment Open House" cannot be advertised on Government bulletin boards.

- 43. Signed Originals (Article L.16).** This clause states that *"Copy Nos. 1, 2, and 3 of the proposal shall contain the signed original of all documents ...."* Does this refer to the first three copies of each of the four Volumes of the proposal, or does it refer to one copy of Volumes I, II, and III? We assume the former but request clarification.

**Answer:** Three original signatures are required on the proposal form, Section L, Exhibit 1.

- 44. Project Management Plan (Article L.21.d).** Under Section C, paragraph (b), we are requested to *"Give the business address for the program manager and management staff who will be assigned responsibility for performance of the contract."* Typically, such personnel are provided space, furnishings, and equipment in Government facilities for the performance of projects of this type. This is generally considered essential in achieving the necessary degree of coordination between the Government and the Contractor. Moreover, Article I.66 (FAR 52.245-5, Government Property...) strongly indicates that such accommodations will be a part of this effort. The language cited above, however, would lead us to believe that the Government expects our project management personnel to be situated outside of Government facilities. Is this the case? Please clarify.

**Answer:** Onsite space will be provided if requested. However, only business directly related to this contract may be conducted from the onsite office.

- 45. Section L, Exhibit 4. Summary of Total Cost Plus Fee.** Several Government fiscal years are identified in this table; do we have to break these out into the bidder's fiscal years as well?

**Answer:** The proposed estimated costs should be based on the "Government fiscal years" shown in the RFP, Section L, Exhibit 4. If the offeror's fiscal year is different, respondent must be able to support how it developed the proposed costs. The offeror's proposed costs should be based on labor and indirect rates that most accurately reflect current actual and anticipated costs. The bidder's actual costs and fiscal years form the basis of the estimated costs for this RFP. After award and start of work, interim billings/payments are based on current and accurate estimated costs from the contractor's budgets and forecasts. At the end of each contract year (Government fiscal year) estimated/billed costs will be adjusted to the contractor's actual costs. An annual "reconciling" voucher that settles the difference is prepared for the contracting officer.

- 46. Section L, Exhibit 4. No hours are identified for the current Government fiscal year.** The hours shown in the next exhibit (5) only seem to consider a base period of three years and two option periods. The contract will run from August 1, 2000 to September 30, 2005. Is there an allocation of hours for fiscal year 2000 or is the

**amount shown in Exhibit 5 to be prorated for the first 38 months as opposed to 36 months?**

**Answer:** See Amendment 003 which includes a revised Exhibit 4.

**47. Section L; Exhibit 5. Are we to submit Exhibit 5 as shown in the RFP and also broken down into our various fiscal years?**

**Answer:** Exhibit 5 should be prepared as described in the preceding Response (No. 46). The costs estimated on the supporting schedules at Exhibit 5 should be calculated based on FYs ending September 30, 2001; 2002, and 2003. The supporting schedules of estimated costs should correspond to the FY's ending September 30, not each individual contractor's FY. However, the estimated costs should be based on the contractor's current or best estimated costs and the offeror should be able to support its calculations.

**48. Section L, Exhibit 5. What is the format for the summary schedule? Does it cover the separate periods, options, or all five years plus two months?**

**Answer:** See responses to No. 46 and No. 47.

**49. General. Will the Proposal be available on the internet? What is the site name?**

**Answer:** Yes; <http://e-center.doe.gov/>

**50. Section L, paragraph L.21f(2)(b). Would you confirm that proposers must complete Section B. Again, are we to assume the number of hours shown in Section H, to cover the whole Period shown in Exhibit 4 when completing Section B?**

**Answer:** The RFP is clear as written.

**51. Section L, paragraph L.21c(5). Attachment G is not included in the basic solicitation. Please clarify.**

**Answer:** The proper reference should be Section L, Exhibit 18.

**52. Section H, H.18 (b) WORK EFFORT**

**The DPLH is assumed to be 218,400. All the equitable adjustments are said to be based on this DPLH. Will this DPLH be adjusted if the bidder in fact proposes a TOTAL DPLH in Exhibit 5 of Section L that is different?**

**Answer:** No. For the purposes of this evaluation, the hours stated should be used.

**53. Section L, Exhibit 5. The DPLH is preprinted on the exhibits as 218,400. If the bidder in fact changes the amount of hours for the management personnel, in accordance with company policy and requirements evaluation, should the TOTAL DPLH line not change?**



**Answer:** The hours stated in the Management Labor Category include hours for two managers and one computer programmer. As stated in the RFP in Section L, Exhibit 5, offerors are to insert DPLH hours for Management Categories not to exceed the subtotal provided. Therefore, the Total DPLH line should not change.

- 54. Section L, Exhibits 14 and 15. While the evaluation forms are alluded to, are there any specific instructions on which Government agency or which Government contract should be included in the distribution?**

**Answer:** Offeror is to submit evaluation forms to the appropriate Government agency for completion with a request to forward to the address indicated on the form.

- 55. RFP Attachment E Position Qualifications, page J-7. In order to not limit the field of qualified Managers and Deputy Managers to serve on this project, would the DOE consider eliminating any degree-specific requirement versus the specified "*Bachelor degree in business administration*?"**

**Answer:** No.

- 56. RFP Section C Statement of Work, C.2.16 Program Management and Support, page c-8. This clause identifies several personnel/categories (Site Supervisor, Administrative Assistant, and Computer Programmer/System Analyst) that are authorized to support the contract that are not identified in the RFP Section L Part III Cost Proposal labor schedules. Are these categories to be proposed as direct charge to the contract? If these categories are not direct charged, is it correct to assume that their hours are to be included in our indirect Overhead structure?**

**Answer:** Yes. See revised Exhibit 5, Amendment 003.

- 57. RFP Section L.21 d (1) Preparation of Part II, General, page L-12. The requirement states that offerors' proposals should be "*prepared simply and economically, providing straightforward, concise delineation of ....*". The interpretation of "*straightforward and concise*" can have significant subjective variations regarding level of detail as well as quantity. In order to allow for the most objective review/evaluation by DOE as well as to conform with DOE's streamlined acquisition processes, would DOE modify the requirement to limit offerors' responses to Part II - Technical to conform to a specific page limitation, for example 25 pages?**

**Answer:** No.

- 58. RFP Section C Statement of Work, C.2.16 Program Management and Support, page c-8 and Section L Exhibit 5. Section C.2.16 specifies the use of management and management support personnel consisting of: Program Manager, Deputy Program Manager, Site Supervisor, Administrative Assistant, and Computer Programmer/System Analyst. Whereas, the RFP Exhibit 5 specifies only 6,240 hrs.**

per year of support for supervisory staff. Can DOE clarify whether all of these functions are full time or not? If not full time, can DOE clarify as to whether a part time Program Manager is acceptable? If not full time, and in order for all offers to be consistent, will DOE please specify which functions are full time and which are part time and specify specific hours for each category?

**Answer:** The Program Manager, Deputy Program Manager and Computer Programmer/Systems Analyst are considered the Supervisory Team. The Supervisory Team is to be on a full time basis. See revised Section L, Exhibit 5 (Amendment 003).

59. RFP Section C.2.9 Intermittent Administrative Support, page C-5. Are the *"General Administrative Clerks/Specialists"* identified in the requirement the same as the *"General Clerks III and IV"* identified in RFP Exhibit 5?

**Answer:** Yes.

60. RFP Section L.21d (2) Section B Personnel, page L-14. Can the DOE please clarify what is meant by *"Also submit a "summary" resume...for the principal "backup" persons in each of the categories: "? Is it the government's intent that in addition to the two (2) key persons resumes, offerors are required to submit summary resumes for two additional backup personnel (one for each respective category)? If so, how will these resumes be evaluated with respect to RFP Section M? Will the offerors designated Key persons receive the majority of the weighting versus the "backup" personnel under Criterion 2? Does their availability need to be conveyed/committed to? Is there a specific format for a "summary" resume?*

**Answer:** If firm commitments are provided for employment for the two (2) key personnel called for in the RFP, there are no additional backup personnel required. If no formal commitment is provided, then backup key personnel will be evaluated the same as the original Key person. Yes; availability needs to be conveyed in RFP response. No special format has been established.

61. RFP Section L.21 d (2) Section B Personnel, page L-14. Does the DOE envision the *"back-up" Key personnel as staff that will be working on the project or non-project staff that are available to provide supplemental support during a Key persons' absence? Are these back-up management personnel expected to be available on an on-call basis?*

In view of the established SIC for this procurement having a revenue ceiling of \$5 million and understanding the relative size and depth of resources of such firms, would DOE consider eliminating the requirement of specifically identifying *"back-up"* Key personnel? In particular, considering the very specific and narrow degree requirement, such firms may not have management personnel who fit the DOE's specified position description degree requirements available on an on-call or as needed basis.

**Answer:** If firm commitments are provided for employment for the two (2) key personnel called for in the RFP, there are no additional backup personnel required. If no formal commitment is provided, then backup key personnel will be evaluated the same as the original Key person. Yes; availability needs to be conveyed in RFP response. No special format has been established.

62. RFP Section L.21 d (2) Section C Management Approach, page L-15. The requirement states: *"Give the business address of the program manager and management staff who will be assigned responsibility for performance of the contract."* Can DOE please clarify whether this requirement refers to their 1) current position and employment, or 2) where they will be located under performance of the contract? If the requirement addresses item 1, can DOE specify whether a proposed Key persons' current presence in the local Savannah River area is more or less favorable? If the requirement addresses item 2, we assumed that all project staff would be located on-site in GFE facilities. Is this assumption incorrect? If the management staff is only required on a part time basis, will the DOE still provide space and equipment as GFE for these management personnel?

**Answer:** Onsite space will be provided if requested. However, only business directly related to this contract may be conducted from the onsite office.

63. RFP Section I.54 (b)(1) Mandatory Submission of Contractor's EFT Information, page I-64. The requirement states: *"The Contractor required to provide the Government with the information required to make payment by EFT. The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office ") by July 31, 2000."* Is EFT Information required after proposal due date but before contract award or only once the contract is awarded?

**Answer:** EFT information is required upon contract award.

64. RFP Section J, Attachment I, page 7 of 10. It is stated in the last paragraph of this section that there are eleven paid holidays per year. However, in Part 1, Section H. 19 on page H 11, it was stated that the government observes 10 holidays and Good Friday does not appear to be included. Please clarify if the government observes eleven paid holidays per year.

**Answer:** The Government only observes ten paid holidays. The latest wage determination requires the contractor to pay for eleven holidays.

65. RFP Section H. 17 Ordering Procedure (d) (viii) - *"... contractor shall provide a resume for each individual proposed to work under a Task Assignment."* Does DOE really want resumes for all personnel, i.e. Stock Clerk, General Clerk, Supply Technician, etc.?

**Answer:** Resumes for other than key personnel are not required to be submitted with the offeror's proposal. After award, resumes will be required to be submitted with task plans.

- 66. RFP Section H. 17 Ordering Procedure (d) (ix) - "... or a total "loaded" hourly rate (including all indirect costs, fee, per diem and travel) in excess of \$87.00..." Why are per diem and travel included in the loaded rate?**

**Answer:** The loaded rate for the individual must be shown. Travel and per diem may be separately identified.

- 67. RFP Section H.23 Government Furnished Facilities, Materials, Property and Equipment - "...when the Government requires the Contractor to maintain a continuous on-site presence." Will all Task Orders and personnel be required onsite on a continuous basis? If not, will DOE provide the labor categories and DPLY required to work offsite? Will all Task Orders and personnel be required onsite on a continuous basis? If not, will DOE provide the labor categories and DPLY required to work off-site?**

**Answer:** All anticipated tasks require continuous onsite presence with the possible exception of the Program Manager.

- 68. RFP Section I.33, Service Contract Act of 1965 - (f) Successor Contractor - "...provided for in a collective bargaining agreement..." Is the current contract subject to any unions or collective bargaining agreements? If yes, will DOE provide a copy and indicate the labor categories affected by them?**

**Answer:** There is no Collective Bargaining Agreement.

- 69. RFP Section I.81, Displaced Employee Hiring Preference - "... the contractor agrees that it will provide a preference in hiring to an eligible employee .... " Would all incumbent employees performing these tasks be considered "eligible employees"? Is this clause consistent with a "Right of First Refusal" clause?**

**Answer:** Clause I.81 refers to the Preference in Hire benefit provided by the Defense Authorization Act of 1993. It is not a "first right of refusal" requirement for incumbent employees. The Government has no objection to offerors interviewing and offering employment to incumbent contractor employees. This is an issue between the incumbent contractor, its employees and the prospective offerors. Any such interviews must take place on the employees' own time and must be conducted off site. The "Employment Open House" cannot be advertised on Government bulletin boards.

- 70. RFP Section J, Attachment C, Reporting Requirements - This states that a Cost Plan is required with the proposal submission. Is a Cost Plan actually required with proposals? If yes, what volume should it go in?**

**Answer:** See revised Section J, Amendment 003.

- 71. RFP Section L.14, (c) (2), Instructions to Offerors - Competitive Acquisition - "...first page of the proposal must show..." Does this page go in all four volumes? If not, what volumes does it apply to?**

**Answer:** No; Volume I.

- 72. RFP Section L.21d, Section C (b) Preparation of Part II - Technical Proposal - "...with man-hours or percentage of time key personnel will devote to this program..." Does DOE anticipate that key personnel will not be required on-site on a full-time basis? If yes, are offerors to assume that key personnel can be utilized on other contract at locations other than SRS?**

**Answer:** All anticipated tasks require continuous onsite presence with the possible exception of the Program Manager.

- 73. RFP Section L, Exhibit 4 - Does DOE anticipate a two-month phase-in period (August 1 - September 30)? If not, is this period part of Base Year 1? If yes, will the first base year be for 14 months? Please clarify.**

**Answer:** No. Amendment 003 replaces Exhibit 4.

- 74. RFP Section L.21e, (2)(b)(i) and (ii), Exhibits 2 and 3, Preparation of Part III -Cost Proposal - Does DOE want only one SF1411 and Form 60 which would include the five-year contract period? Or, are offerors to provide a SF1411 and Form 60 for each of the five contract years plus for the total contract? Please clarify.**

**Answer:** Using SF 1411 for a model, offerors should provide only one SF 1411 with grand totals the five-year contract period. The SF 1411 Line 8 column E requires the total proposed costs be adequately cross-referenced to supporting schedules. Proper completion of Exhibits 4 and 5 with proposed costs by cost element by year will satisfy the requirement for supporting data. The bidder who receives the award must provide the certification.

- 75. RFP Section L.21e, (2) (b) (vi), Exhibit 7, Preparation of Part III - Cost Proposal - Exhibit 7 does not require a Fringe Benefits schedule. Had DOE purposely omitted this schedule?**

**Answer:** No. The RFP requires all costs to be included. As such, the cost and pricing data will detail the fringe benefit amount.

- 76. RFP Section L.21e, (3) (c) Subcontracts Preparation of Part III - Cost Proposal - Are subcontractors required to submit Parts 1 - 3 or just the mandatory exhibits in Part 1?**

**Answer:** Each prime contractor should obtain and submit cost or pricing data from subcontractors following the format required for the prime in this RFP.

77. RFP Section L.21 e, "(3) (e) Period of Performance, Preparation of Part III - Cost Proposal- *"... begins from date of award..."* Based on the dates on Exhibits 4 and 6, are offerors to assume an award date of August 1, 2000?

**Answer:** Amendment 003 replaces Exhibits 4 and 6 and establishes a contract date of October 1, 2000. Offerors are directed to assume this date of award for purposes of the Cost Proposal.

78. RFP Section L.21e, (3) (f) (ii), Exhibit 3, Preparation of Part III - Cost Proposal - *"...contractor shall provide leasing costs for moving vehicles..."* Will DOE provide the number and type of vehicles currently being used? Can the current vehicles be turned over to the successful contractor? If so, please provide information or provide a dollar amount to propose so all offerors are consistent with what DOE wants.

**Answer:** Yes, DOE stated two vehicles are required. No, vehicles will not be turned over to successful Contractor.

79. RFP Section L.21e, (3) (f) (iv), Exhibit 5, Preparation of Part III - Cost Proposal *"... the actual average labor rate for each category..."* It is assumed that DOE would expect the successful contractor to compensate any retained incumbents at their current level. If this assumption is correct, would DOE provide the current average salaries by labor category for proposal purposes? If not, offerors may be tempted to bid the minimum in the Wage Determination in order to bring their cost down, especially since the contract is Cost Plus as opposed to Fixed Rate.

**Answer:** Pay rates should, as a minimum, meet the rates identified in the Wage Determination.

80. RFP Section, L.21e, (3) (f) (iv), Exhibit 5, Preparation of Part III - Cost Proposal - *"...An attachment to this exhibit must provide a short description of the functions and professional qualifications for each labor category proposed by the contractor."* Is this really necessary?

**Answer:** Yes.

81. RFP Section L.21e, (3) (f) (viii), Exhibit 9, Preparation of Part III - Cost Proposal - *"...and shall also include where the contractor shall obtain the personnel for the options..."* Since the proposed level of effort is identical for the Base and Option years, why would the contractor need additional personnel for the options?

**Answer:** The information is needed to determine contractor has the necessary staff to perform the option years.

82. RFP Section L, Exhibit 5, Page 1 of 3 - Does DOE want only the total for the entire Base Period or by individual year in the Base Period?

**Answer:** Exhibit 5 should have 8 Schedules, as follows:

- a. Base Period Summary showing grand total of all three base period years.
- b. Separate schedule for Base Period FY Ending September 30, 2001.
- c. Separate schedule for Base Period FY Ending September 30, 2002.
- d. Separate schedule for Base Period FY Ending September 30, 2003.
- e. Option Period Summary showing grand total of both option periods.
- f. Separate schedule for First Option Period (FY Ending September 30, 2004).
- g. Separate schedule for Second Option Period (FY Ending September 30, 2005).
- h. Grand total schedule for all proposed costs for all five years (base plus options).

**83. RFP Section Exhibit 9, Inventory of Personnel - Based on the constant level of effort for five years, the exclusively full-time dedicated/floating staff, and realizing the abundance of personnel in the Aiken area fitting the labor categories, why would an inventory of personnel be required?**

**Answer:** See the answer to question No. 81.

**84. I.58(c), Continuity of Services**

With regard to continuity of service and current employees, please clarify that portion of this paragraph stating that the contractor shall, "...negotiate transfer of their earned fringe benefits to the successor." Specifically, do these fringe benefits fall under the "reasonable phase-in, phase-out costs" as discussed in subparagraph (d) (for reimbursement)?

**Answer:** See Amendment 003.

**85. Section J, Attachment C, Reporting Requirements**

Are items I (Cost Plan) and II (Management Plan) in addition to Section L proposal submittal requirements? What is item III, Hot Line Report?

**Answer:** No. See revised Section J, Amendment 003. Hotline report is report of issues which could effect performance or future performances.

**86. Section J, Attachment D, Key Personnel**

What is Attachment D? There is only a title page with instructions to submit the attachment with Part IV, Contract Proposal.

**Answer:** Attachment D is the cover sheet for submission of the required key personnel information.

**87. Section J, Attachment D, Position Qualifications**

Can over 25 years of experience in supervising contractual activities listed in the Scope of Work be considered in lieu of the formal education requirements for the Assistant Program Manager?

**Answer:** No. No substitution of service for education will be considered.

**88. Section J, Attachment I, Wage Determination**

**The WD indicates a fringe rate of \$1.16 per hour. Is it the government's intent to use this WD [94-2145 (Rev 9)] not only for the procurement but for the actual contract award? The reason for this question is that the fringe rate conflicts with US DOL current regulations that started increasing the fringe rate in June 1998 to \$1.39 per hour, with the plan to get to \$2.56 per hour by June 2000.**

**Answer:** A current Wage Rate Determination has been requested from DOL. It will be provided to offerors when received. In the event that the Wage Determination (W-D) is received later than a reasonable time for use in developing your proposal, offerors should use the current W-D provided in the RFP.

**89. K. 11~ Facility Clearance Deviation Notices**

**For a company with an approved FOCI determination, can it submit the new SF-328 to suffice as an update?**

**Answer:** Companies with approved DOE/FOCI Determinations only need to complete the top section of the SR FOCI submission package and sign.

**90. Section L, Exhibit 5**

**Column B is headed "Estimated DPLH Labor Hours." However, the number of hours shown in the column appear to be full year hours (2,080), not DPLH as defined elsewhere in the RFP, as they are all multiples of 2,080. Is this exhibit correct?**

**Answer:** Yes, for cost estimating purposes offerors are to use 2,080.

**91. Several locations of the RFP state that no overtime premium compensation will be allowed (e.g., Section H. 12 and I.25) on this contract; however, Section H.17, paragraph (d)(ii), includes an allowance for overtime to be required. How is overtime to be compensated if required/authorized by the Contracting Officer?**

**Answer:** In accordance with the Fair Labor Standards Act for exempt and non-exempt personnel.

**92. Section I.20, paragraph (b)(3), references "paragraph (d) below". Is the paragraph titled "Final indirect cost rates" paragraph (d)? If not, what is paragraph (d)?**

**Answer:** Yes.

**93. Section I.58 discusses a continuity of services. Does the current incumbent have a phase-out plan? If so, will this be released to bidders for their review prior to the delivery of the request for proposal?**

**Answer:** No.



**94. What is the cognizant SBA district office referenced in Section I.74?**

**Answer:** Will be determined after contract award.

**95. Section I.81 references "guidance for contractor work force restructuring". Is this guidance available for viewing prior to the submittal date for this RFP? What is this guidance?**

**Answer:** After contract award, this clause would require the contractor to consider individuals impacted by workforce restructuring at SRS. Clause I.81 refers to the Preference in Hire benefit provided by the National Defense Authorization Act of 1993.

**96. Section J, Attachment C, has two references to "w/proposal." Does this refer to the proposal the contractor would submit in response to a Task Order issued by the Contracting Officer and not this RFP?**

**Answer:** See revised Section J, Attachment C, Amendment 003.

**97. Section J, Attachment I, lists several classes of service employees with "hourly wage rates that would be paid if federally employed" which are lower than the minimum hourly wages listed by occupation code and title (i.e., Secretary I, Secretary II, Supply Technician, Word Processor I, Work Processor II, Library Technician, Material Handling Laborer, Material Coordinator, and Store Clerk). What is the correct minimum hourly wage for these classifications?**

**Answer:** The correct minimum hourly wage is listed on the DOL W-D by occupation code and title.

**98. Section J, Attachment I, lists Librarian and Store Clerk as classes of service employees with no reference to occupational code. By matching these titles to those listed in the minimum hourly wages, the hourly wage rate that would be paid if federally employed is again lower. What is the occupational code for these two classifications, and what is the minimum wage?**

**Answer:** The correct minimum hourly wage is listed on the DOL W-D by occupation code and title.

**99. The wage determination notes (page 7 of 10) of Section J, Attachment I, state that a minimum of eleven paid holidays per year are required for all occupations included in the wage determination. Section H.19 of the RFP only lists 10 paid holidays (Good Friday is not included in Section H. 19). Please clarify what the correct paid holidays are for this contract.**

**Answer:** See question/answer No. 64.

**100. This RFP is an 8(a) set-aside. If a response to this RFP is a team effort, do all members of the team need to meet the 8(a) requirements? If not, will preference be given to awarding this contract to a team who meets the 8(a) requirements (e.g., 8(a) team over 8(a) prime with non-8(a) team members)?**

**Answer:** The 8(a) firm must be the senior member of the team and must perform the required percentage of work with its own staff.

**101. If an 8(a) teams up with another firm (in a non-supplier function of this contract) in response to this RFP, is that other firm defined as a subcontractor? If so, are the requirements of Section I.64, Section L.21e (6), and Section L.21e (4)(b) to be submitted with this RFP?**

**Answer:** Yes; No.

**102. Is the offeror required to submit Exhibits 14 and 15 provided in Section L in response to this RFP (i.e., include them with Part II) or will DOE prepare and submit these forms to the offeror's noted references?**

**Answer:** The offeror should send the forms to the appropriate Government agency and request that the completed form be forwarded to the address noted on the form.

**103. Are the Program Manager and Assistant Program Manager required to be on-site (i.e., client-site rate structure)?**

**Answer:** Deputy Program Manager is required to be onsite.

**104. Are the contract files for the current contract (the contract to be replaced by this contract) available for review by interested parties?**

**Answer:** No.

**105. If not available for review, will you provide a copy of the successful technical proposal for the current contract?**

**Answer:** No.

**106. Will you provide a copy of Section B (Supplies/Services/Prices) of the current contract?**

**Answer:** A copy of the contract is located at the USC-Aiken Reading Room.

**107. Was the current contract issued as a sole source or on a competitive 8(a) set aside basis?**

**Answer:** Competitive 8(a) set aside.

**108. Is the incumbent eligible to submit a proposal for this requirement?**

**Answer:** Not as the prime contractor.

**109. Are the incumbent personnel (specifically the key personnel) acceptable to the government?**

**Answer:** Services provided by the current contractor are acceptable.

**110. Page L.16 para. L21e(2)(b) part 1 starts off with exhibit 2. Is there an exhibit 1?**

**Answer:** Yes, see Exhibit Index on page L-24.

**111. Page I.-17 para. (f)(ii) "moving vehicles" appears to refer to leased vehicles required to support Office Services in C.2.3. Will information available regarding current costs be provided?**

**Answer:** No vehicle cost information will be provided, only vehicle specifications.

**112. Para. C.2.2 Mail Room Services. Will the government be providing vehicles for transportation to perform this function?**

**Answer:** No government vehicles will be provided for Mail Room Services.

**113. Para. C.2.10 Records Management and Forms Services. Will the government provide additional clarification on the amount and type of training required to be conducted by the contractor?**

**Answer:** Records training is usually provided annually unless major changes are made requiring immediate additional training.

**114. Where can I find the intention to propose form mentioned at the top of page 2 of the cover sheet?**

**Answer:** See Amendment 001.

**115. Section L, Exhibits 4 & 6 imply an August 1, 2000 start date with performance through September 30, 2005. This equates to a total of 62 months, yet page L-17 paragraph (3) (e) states that the period of performance is three years and page L-16 paragraph (2) (b) (I) states that the SF 1411 covers a three year base period with two one year options, (for a total of 60 months). Please clarify.**

**Answer:** See Amendment 003 page changes.

**116. Section L, Exhibit 5 shows the computation of direct labor costs by contract period. Is the data in this exhibit intended to feed the direct labor line in Exhibit 4? If so, we suggest Exhibit 5 should show the same performance periods as Exhibit 4, i.e., the base period should be segregated into individual years rather than rolled into one three year period.**

**Answer:** See Amendment 003 page changes.

**117. Page J-7, Attachment E refers to the title Program Manager, yet Section L, Exhibit 5 refers to the title Project Manager. Please clarify.**

**Answer:** Program Manager and Project Manager are one and the same position.

**118. Reference para L.21e. (3)(f)(viii): This exhibit will contain the inventory of personnel as of the date of proposal preparation and shall also include where the contractor shall obtain the personnel for the options, if required?**

**Answer:** See the answer to question No. 81.

**119. It appears that the government is requiring a listing, by name, of the individuals who we are proposing to use to staff the project. Is that correct?**

**If that is so, then:**

- **How will this be evaluated since it is in the cost proposal?**
- **If we were to propose an incumbent solution, i.e., hiring incumbent personnel upon award, this listing may prevent us from doing so. If we cannot reach all incumbents prior to proposal submission, or if, as often happens, incumbents are told not to talk to any other bidding company, we will be forced to staff with other than incumbent personnel.**
- **By virtue of listing them in our proposal, do these personnel become key employees, i.e., does the government expect to see these named individuals upon contract start?**
- **Requiring a full staffing roster may be unfairly benefiting the incumbent company.**

**Answer:** No, only the key personnel should be identified.

**120. Do warehouse, stock, and shipping personnel handle any nuclear or other hazardous materials?**

**Answer:** Support services contractor personnel do not handle nuclear materials. All could handle hazardous materials, such as white out, glue and other similar office supplies.

**121. Please clarify the educational and experience qualifications listed for the Program Manager and the Assistant Program Manager at Attachment E. Specifically are these required qualifications or desired qualifications? Also, can the lack of a business degree be offset by experience? Is a degree in business or a degree of any kind, an absolute requirement for the Program Manager and/or the Assistant Program**

**Manager? Are “years of experience” (i.e., 10 years for PM, 5 years for APM) required or desired qualifications for each? Must a back-up candidate be proposed for each of these positions?**

**Answer:** The RFP is clear as written. Experience will not be substituted for a degree.

**122. Please provide actual salary data (hourly rates) for the incumbent contractor employees?**

**Answer:** See Exhibit 20, Amendment 003, which provides a salary range for incumbent personnel.

**123. Please clarify the requirements for Experience of Organization – Past Performance. Are you looking for contracts of similar scope to this one, or ONLY the predecessor contracts to this specific contract at DOE-SR?**

**Answer:** As stated in Section L, Clause L.21d, the RFP specifies relevant experience and previous performance in meeting the requirements of the SOW in Section C.

**124. Can DOE provide a more current DOL Wage Determination Schedule? The attachment in the RFP was dated 1997.**

**Answer:** An updated Wage Determination (W-D) has been requested and will be provided to offerors. In the event the wage determination is received later than a reasonable time for use in developing your proposal, offerors should use the current W-D provided in the RFP.

**125. Some of the information that is requested in Volume I (Proposal Information) is also asked for in Volume IV. Would it be possible to incorporate Volume IV into Volumes I through III?**

**Answer:** No.

**126. In reference to the Veterans Entrepreneurship and Small Business Development Act of 1999, Public Law 50-106, will any consideration be given to a Disabled Veterans Business Enterprise on this RFP?**

**Answer:** No.

**127. There are a number of acronyms that are used throughout the RFP that are not explained (i.e., ShRINE network, PADS, and CUTS). Is there an acronym list available for this RFP?**

**Answer:** No. If needed, listing will be available at contract award.

**128. The criteria for time in Section L, Exhibit 16 Statement of Work 15 and 16 differ. Do these represent work days or consecutive days?**

**Answer:** Yes, standards are different. SOW 15 represents workdays and SOW 16 represents consecutive days.

**129. In Section L, Exhibit 16, number 3 states “...prepares and issues for approval working procedure for each new task.” Does this refer to the SOP’s? If so, do we have 60 days to complete them for all task elements?**

**Answer:** Yes. Sixty days for each new task.

**130. Do we have to maintain existing software and databases?**

**Answer:** Yes.

**131. Can we get more information on the SHRINE Network?**

**Answer:** SHRINE is the Savannah River Information Network Environment and is operated and maintained by Westinghouse Savannah River Company (WSRC).

**132. Can we use software to manage the law library?**

**Answer:** Yes, if cost effective.

**133. What are the central and realtime databases?**

**Answer:** A listing is provided as an attachment to this package.

**134. Is autotracking for task 04 in place?**

**Answer:** No.

**135. The cover letter has an 062800 DOE date, the SOW/SOL has 062600. Can we extend to the 28<sup>th</sup>?**

**Answer:** See Question No. 1.

**136. Who is the current contractor?**

**Answer:** Madison Research Corporation (MRC) is the current contractor.

**137. How will the incumbent employees years in-service time be compensated for if they hire on with the new company? Example: If an employee has approached or finished five years on contract and is entitled to three weeks pay, will incumbent pay-out their vacation earned and they start over or continue to get three weeks pay?**

**Answer:** See Amendment 002 of the RFP.

**138. What must dollar value of an item of equipment be before it becomes accountable?**

**Answer:** \$5,000.00 as well as sensitive items such as computers, cameras and power tools.

**139. What special skills are required for furniture repair?**

**Answer:** No special skills but the ability to replace screws, nuts, bolts, clean and polish, lubricate, etc.

**140. Can Forms Exhibits be computer generated (those in RFP)?**

**Answer:** Legible exhibits must be submitted for evaluation purposes.

**141. Please break down by task, number of personnel and level (i.e. secretary 1,2) and/or job titles.**

**Answer:** For cost estimating purposes, Exhibit 5 provides the estimated hours and labor categories required for the contract. Specific personnel and levels will be agreed to after contract award and approval of contract task plans in accordance with H.17, Ordering Procedures.

**142. Please provide more information on the level of computer programmer needed.**

**Answer:** See listing of applications used by each task.

**143. Is office space (on site) provided for the PM, Secretary, and Programmer?**

**Answer:** On site office space is available for all personnel.

**144. Provide the reference name/number for each job/task personnel from the service act wage determination.**

**Answer:** No.

**145. What is the current support staff organization and manning levels by labor category and task?**

**Answer:** Refer to answer for Question No. 141.

**146. Will SBA verify branch office in region IV be accepted for participation?**

**Answer:** SBA has informed us that, in accordance with 13CFR part 124.507(b)(2)(iv) and 13CFR part 124.507(b)(5)(c)(3), the 8(a) firm whose headquarters and whose 8(a) business plan is not on file with and/or approved by an SBA District Office in SBA regions III or IV, is not eligible for consideration for this award.

**147. The handout entitled “Workload indicator FY 99”, under task 16, specifies work in the area of “software systems maintenance and development.” A computer programmer/systems analyst is authorized to support this work in the statement of work under Task 16, but is not included in the level of effort for the price proposal in section L of the RFP. Is this an oversight? If not, how is the systems work to be supported? Please clarify. We believe this person is appropriately directly charged to the contract.**

**Answer:** See revised Section L, Exhibit 5, Amendment 003.

**148. Can DOE provide the square footage (area) and floor plans for all work spaced for this contract? This would include the equipment storage spaces, mailroom, and so forth.**

**Answer:** No.

**149. What is the labor category (or categories) of personnel assigned to Task 9, and how many are assigned?**

**Answer:** The labor categories are stated in the RFP on page C-5.

**150. Are the Vehicle specifications provided for Task 3 intended as a general guide or must these specifications be met exactly by the contractor?**

**Answer:** Specifications provided were general guidance.

**151. Please explain the basis of competitive range determination by mid-July?**

**Answer:** In accordance with acquisition regulations, a competitive range will be established comprised of the most highly rated proposals. The mid-July date is in accordance with our established milestone schedule.

**152. Is there a staff in place?**

**Answer:** Yes.

**153. How many are currently staffed?**

**Answer:** See Exhibit 5, Amendment 003.

**154. Which company currently holds the contract?**

**Answer:** Madison Research Corporation (MRC).



**155. Who are the other companies bidding on the contract?**

**Answer:** Amendment 003 provides a list of all companies that received a copy of the RFP and all Amendments.

**156. How is the operations run on a day to day basis?**

**Answer:** All tasks are currently manned on an 8-hour day, 40-hour workweek.

**157. The RFP refers to “integrating electronic records”. Does the Records Inventory and Disposition Schedule (RIDS) presently contain disposition instructions for any electronic records?**

**Answer:** Yes.

**158. Does the RIDS contain all records which are Savannah River-site specific?**

**Answer:** Yes.

**159. Has the RIDS been approved by the National Archives and Records Administration?**

**Answer:** Yes.

**160. Is the contractor responsible for inventorying the electronic records, adding them to the RIDS, recommending appropriate disposition, and submitting them to NARA?**

**Answer:** No.

**161. Please itemize the equipment that contractor must purchase and provide, such as moving vehicles, copiers (by name and model), number of law publications, etc.**

**Answer:** Refer to RFP Section L.21e(3)(f)(ii).

**162. Please state the populations of government employees being served.**

**Answer:** Approximately 490 government employees.

**163. How many task leaders required?**

**Answer:** This will be determined after contract award.

**164. Since the labor is primarily Wage Determination (WD) – labor categories, can DOE please provide the average time-in-service for the personnel by labor category in order for offerors to more effectively/accurately calculate fringe benefit costs?**

**Answer:** The incumbent contractor has twenty-four (24) employees who have less than five (5) years of service and eleven (11) employees who have five (5) years or more of service.

**165. DOE has identified some indirect costs associated with specific tasks during the pre-bid conference. Can DOE please provide a standard ODC figure for all offerors to propose?**

**Answer:** The Cost Proposal should be in accordance with Section L.21e(3)(f)(ii). All costs that were identified are considered direct costs for specific tasks. Contractors are to develop an estimated cost for the items identified on page L-17, paragraph (f) (ii) of the RFP.

**166. Are all contract positions, except exempt, wage determined? If yes, are there updated WD's available?**

**Answer:** The wage determination should be utilized for all positions except the Program Manager and Assistant Program Manager. An updated Wage Determination (W-D) has been requested and will be provided to offerors. In the event that the wage determination is received later than a reasonable time for use in developing your proposal, offerors should use the current W-D provided in the RFP.

**167. What off-the-shelf library application is used in tasks? Or is it custom designed?**

**Answer:** Microsoft Office and an Oracle-based tracking system with local modifications.

**168. Analyzing the workload for each task could result in a number of DPLH equivalents different from the numbers on exhibit 5. Confirm that we should use the numbers on the exhibits.**

**Answer:** Yes. Refer to answer for Question No. 141.

**169. Are we to bid ODC's in the form of truck leases, periodical costs, cd's etc? Or are these purchases on behalf of the government?**

**Answer:** Refer to answer for Question No. 165.

**170. Does the bidder need to bid consumables (paper, toner cartridges, etc)?**

**Answer:** No.

**171. Will a list of incumbents, their title, task supported, and length of service be supplied?**

**Answer:** A list of incumbents, their title and task will not be provided.

**172. Does task 9 include coverage for all tasks? Or are they administrative-trained-only personnel?**

**Answer:** All except for Task 16.

**173. Will firms who submit proposals with a teaming partner (sub) outside regions 3 and 4 be accepted?**

**Answer:** Yes, as long as the eligible 8(a) prime contractor performs the required percentages of work with its own staff.

**174. When will the answer to the questions be given?**

**Answer:** See Amendment 003.

**175. Has the transition date been established?**

**Answer:** No.

**176. Task 16 has a PM, DPM, Secretary and Computer Person identified. Are the Secretary and Computer Person to be proposed?**

**Answer:** The Cost Proposal shall include a secretary and computer person. These individuals need not be identified by name.

**177. Will a list of bidders be provided?**

**Answer:** Amendment 003 provides a list of all companies that received a copy of the RFP and all amendments.

**178. Will an exception to the BS degrees be made if relevant experience can be demonstrated?**

**Answer:** No.

**179. Will reportable safety incidents/accidents be given?**

**Answer:** Yes.

**180. Are the incumbents covered under a group insurance plan? Who is the carrier?**

**Answer:** Yes, the health insurance carrier for Madison Research Corporation (MRC) is Blue Cross & Blue Shield of Alabama. Fortis is MRC's insurance carrier. See Amendment 002 for subcontractor's carrier.

**181. Are background checks required for drivers licensed to drive the two vehicles?**

**Answer:** Any employee driving must have a valid state driver's license. All employees must qualify for a site badge.

**182. Where is the location of the PM-DPM Office?**

**Answer:** Office space for the Deputy Program Manager is required onsite. Office space, if desired, will be made available for the Program Manager.

**183. Authorization to Release Information Form. Please clarify the purpose of this form with regard to individuals who are employees of an offeror. Being included in proposals as a member of project staff, key or otherwise, is a condition of employment and part of the employer-employee relationship. Why does DOE need authorization from the individual and not the employing firm to obtain information regarding our proposal, and to what type of information does this release relate?**

**Answer:** Since DOE is not privy to the condition of the employment that some firms use, this agreement provides DOE the opportunity to have discussions with key personnel identified in the proposal. DOE will discuss any information that may relate to the evaluation and award of a contract resulting from the solicitation.

**184. Continuity of Service (Article I.58, FAR 52.237-3). In general, this FAR clause requires the incumbent to cooperate in transition to a successor contractor upon re-award of contracts of this type, including providing personnel records of non-supervisory personnel to facilitate their hiring in accord with Section I.81 of this Solicitation. This gives rise to two questions. First, the proposal instructions for the Technical Proposal do not provide for a Transition Plan (see Section L.21.d). Is this an oversight? Should a transition plan be included to provide for the Continuity of Service clause? Second, when would information regarding incumbent personnel be made available to offerors to facilitate the employment of those personnel?**

**Answer:** No. A transition plan will be negotiated with the selected contractor. Information regarding incumbent personnel will not be made available to offerors. Companies will be evaluated on their ability to recruit and staff the required contract labor categories.

**185. Past Performance Survey Form (Section L, Exhibit 14). To confirm the procedure, do we send this form to the reference clients, who then will return it to the Savannah River Operations Office? In our experience, this is the usual procedure.**

**Answer:** Yes.

**186. Security Clearances (Section L, Exhibit 12). The cited Exhibit, the "Resume Format", has a requirement to specify the particular individual's "Level of DOE Security Clearance". Does this indicate that DOE Savannah River will not consider clearances granted by other agencies, e.g., the Department of Defense? Does DOE consider a TOP SECRET clearance granted by DOD or DISCO as inferior to a DOE-granted clearance? If an individual has a clearance granted by an agency other than DOE, should this item be left blank?**

**Answer:** No. Resumes submitted should indicate all clearances granted by any federal agency. DOE will consider these clearances.

**187. Can the government provide the following public information with respect to the Savannah River Operation?**

- The Savannah River Telephone Directory
- A Current Savannah river DOE Operations Office organization chart
- The Fiscal Years 2000 and 2001 Strategic Plans required pursuant to the Government Performance and Results Act (GPRA)
- The Fiscal Years 2000 and 2001 Budget Justifications
- The current annual program report
- The current mission and goals statement
- A table of staffing and personnel allocation for the current contract to assist in compliance with Article I.81 of the contract schedule.

**Answer:** Public information on SR is available at the SR web site [www.srs.gov](http://www.srs.gov). Clause I.81 is not applicable until after contract award.

**188. Level of Effort. Since the inception of the incumbent contract, we note that there has been a rather substantial decline in the number of staff involved in this project from an original level of 71 to a current level of 35. Can DOE provide an explanation of this rather precipitous decline? The decline amounts to an average 14.6% per year over the life of this contract, which is considerably greater than any noted budget reductions for any Federal Agency over this same period. Is it likely that similar reductions might be faced by the eventual winner of this competition? Or could there be potential restorations to the level of effort?**

**Answer:** The decline was due to decrease in budget. No additional reductions are anticipated nor are any restorations to the level of effort.

**189. Will there be any adjustment made on the due date (currently June 26, 2000) for contractor and key personnel surveys (given a slip in the due date for proposals to July 11, 2000)?**

**Answer:** Yes, the due date for the surveys has been extended to July 11, 2000.

**(Attachment to Question Nos. 16, 133, 142)**

Task	Applications Used
1	FileMaker Pro; Pendragon Forms; MS Office; WSRC Property Databases (AMIS) Oracle based.
2	MS Word; Access 97
3	MS Office & FileMaker Pro 4.1
4	MS Office and an Oracle-based tracking system
5	MS Office; FileMaker Pro 4.1
6	FileMaker Pro
7	FileMaker Pro; DISCAS (DOE Accounting System)
8	FileMaker Pro; MS Office
9	MS Office; FileMaker Pro
10	FOREMOST (COTS Rcds Mgmt), FileMaker Pro
11	FileMaker Pro
12	FileMaker Pro
13	FileMaker Pro & MS Excel
14	MS Office; ECTS (WSRC developed Executive Correspondence Tracking System)
15	MS Access, FileMaker Pro
16	MS Office; FileMaker Pro; Pendragon Forms 3.1; Visual Basic 6; Microsoft Visual ++ Professional Editor (programming tools) MS Outlook Express – Electronic Mail

**Attendee List for  
Administrative Support Services Pre-Proposal Conference  
June 13, 2000**

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**ADMINISTRATIVE SUPPORT SERVICES  
PREPROPOSAL CONFERENCE**

**AGENDA**

**6/13/00**

**1:00PM**

**WELCOME**

**DONNIE L. CAMPBELL**

**CONTRACTING PROCESS**

**ANGELA M. SISTRUNK**

**STATEMENT OF WORK OVERVIEW**

**TOM C. WALKER, JR.**

**TOUR OF SOME WORK SITES**

**ADJOURN**

# **Administrative Support Services Contract Award Process**

## **MILESTONES**

## **PLANNED DATES**

• MAIL THE RFP	May 19, 2000
• AMENDMENT 001	May 23, 2000
• AMENDMENT 002	June 9, 2000
• PREPROPOSAL CONFERENCE	June 13, 2000
• DEADLINE FOR WRITTEN QUESTIONS	June 13, 2000
• AMENDMENT 003	June 16, 2000
• RECEIPT OF PROPOSALS	July 11, 2000
• COMPETITIVE RANGE DETERMINATION	Mid-Late July
• CLARIFICATIONS, AS NECESSARY	Early August
• SELECTION ANNOUNCEMENT/AWARD	Mid August
• EFFECTIVE DATE OF CONTRACT	October 1, 2000

**WORK LOAD INDICATOR FY 99**  
**ADMINISTRATIVE SUPPORT SERVICES CONTRACT**

**TASK 1.      Receiving and Delivery of Equipment**

Items Received & Delivered	2,000/yr.
Items Tagged	300/yr
Items Excessed	750/yr.
Property Passes Issued	380/yr.
Items Returned to Vendor	80/yr.
Equipment Holdings	1,100 items valued @ \$3.1M
No. of End Users	600 people

**TASK 2.      Mail Room Services**

SR Mail	87 tubs/month = (425,000 pieces/yr.) 370 boxes/month 1,800 FedEx IN/month 650 FedEx OUT/month
Mail Runs	3 per day/ 2 people per run
No. of Mail Stops	48 in 5 buildings

**TASK 3.      Office Services**

No. of Work Requests Read	2,300/yr.
Office Moves	250-300/yr. (20% of time)
Conference Rooms	6 onsite; 2 offsite
No. of Meetings Scheduled	2,700 onsite; 100 offsite
Occupancy Rate	83% onsite; 50% offsite
Truck Specifications.	<i>See Attached Sheet A</i>

**TASK 4.      DOE-SR Directives Program**

No. of Records on file	2,000
No. of Records Processed	250/yr.

**TASK 5.      Law Library Services**

<i>See Attached Sheet B.</i>	
Annual Expenditures for Periodicals and CDs	\$15,000/yr. (Provided to SSC)

**TASK 6. DOE-SR Supply Room Service**

Supply Room	\$180,000 Annual Expenditures for Supplies
Onsite	\$150,000
GSA	\$ 10,000 DOE Funds
Direct buy	\$ 20,000
Safety Equipment Requests	Approximately 100 requests each. Shoes and safety glasses

**TASK 7. Finance Division Support Services**

Payroll	490 Employees
	46 Timekeepers
Changes per month	170-200

**TASK 8. Facilities and Services Support**

Real property easement requests	20/yr.
Office space-temporary requests	20/yr
Janitorial/Pest Control/Keys	500/yr.

**TASK 9. Intermittent Administrative Support Services**

Provide coverage for all other tasks.

**TASK 10. Records Management & Forms Services**

Volume of Records onsite	1,331 cu. ft.	Offsite (Atlanta)	101 cu. ft
Request for Assistance	15/month		
Request for Records	3/month		
New Forms	2/month		
Onsite storage facilities	2 (Bldgs 773-52A & 713-A)		

**TASK 11. Telephone Coordination Services**

Work Orders for phone, faxes, datalines, and disconnects	860/yr
Calls regarding pagers	1,100/yr

**TASK 12. Scientific and Technical Information**

Packages developed for review	460/yr
Responded to 900 (plus) requests for data/status	



**TASK 13.     Printing and Copier Support Service**

Requests	60/month
Requests for Copier Maintenance Service	12-15/month
Number of DOE Copier Machines	53
Copies per month	65,000

**TASK 14.     Mail Management Support Services**

Controlled 4,320 documents  
    3,043 incoming  
    1,277 outgoing

**TASK 15.     Contracts Management Division Support**

Contract Closeout	20-30/month
PADS Entry	2/wkly
Receiving Report	Weekly

**TASK 16.     Program Management and Support**

Security briefings, annual  
Training, annual requirements  
Software systems maintenance and development  
Task Plans, annual review

---

Author: Tom Walker at SRCCAD3

Date: 05/30/2000 2:01 PM

Normal

Subject: Re: Moving Truck Specifications

----- Message Contents

The specifications and pertinent details for the moving trucks that Task 04 uses are as follows:

Total Length- 23'6"

Total Height- 9'4"

Total Width - 7'8"

#### Inside Load Bed

Length- 14'10"

Height- 6'4"

Width- 7'6"

#### Pertinent Details

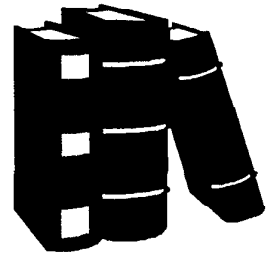
\*Bed height from ground- 40"- Allows for easy loading from ground and easy accessibility to step up into load area of truck if needed.

\*No wheel boxes- Allows for full use of load bed without having to load around or on raised wheel box areas. Also eliminates tripping hazard as employees are carrying items on and off truck.

\*Built in walkboard with underneath storage rack. Walkboard is used frequently to load large jobs and is a necessary piece of equipment. The underneath racks allows a safe storage place and eliminates the need to place the walkboard in the load bed with the loaded items. Large loads do not always leave enough space to place an eight foot walkboard inside the load bed after loading is complete. Even placing a walkboard in with small loads can difficult since it can cause damage to any cargo loaded near it if it moves around en route to destination.

\*Roll up door allows the Task to load in tight areas since there is no clearance needed for the door opening or closing. This type door also eliminates the possibility of a swinging door damaging any nearby structure or vehicle while backing up to or pulling away from a tight loading area.

\*Truck has approximately a 10,000 Gross Vehicle Weight Capacity.

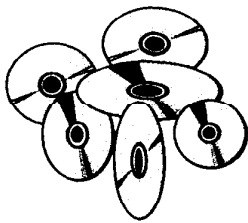


## Law Library Services Inventory

### April 2000

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CD-ROM Publications	2
Books	917
Binders	13
Gov't/Law	1745
Periodicals	11
Videotapes	23
Computer Database	4



#### CD-ROM

American Jurisprudence Legal Form on CD	Lawyers Coop./West Group
Federal Procedure Forms on CD	Lawyers Coop./West Group



#### Computer Databases

WestLaw, Lexis/Nexis, Dialog, On-line/Internet

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**PAGE 1 OF 7**

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